

# **Crossroads Correctional Center**

## **Education Program Overview**



## **CROSSROADS CORRECTIONAL CENTER**

### **SHELBY, MONTANA**

### **EDUCATION DEPARTMENT**

#### **Facility Staff**

Pete Bludworth, Warden

Shawn Clark, Principal

Catherine Nelson, Assistant Warden

Mr. Clark, Vocational Instructor

J. Crenshaw, Chief of Security

Mr. Nelson, Vocational Instructor

N. Hatton, Chief of Unit Management

Ms. Dirkes, Academic Instructor

Mr. Christiaens, Vocational Instructor

Ms. Buxel, Library Clerk

Ms. Porth, Academic Instructor

#### **Mission Statement**

The education program team is committed to being a vital component of the rehabilitation process. Education programs will provide opportunities for inmates to strengthen academic skills, to acquire vocational skills conducive to a viable trade and to develop social living skills essential to successful co-existence with others. Underlying these purposes is the recognition of the infinite personal self-worth and dignity of every human being. Educators accept the challenge of motivating incarcerated students to accept responsibility for their own learning so they can realize their individual maximum academic and vocational potential.

#### **Objectives**

This facility's education program has adopted the following performance objectives.

1. Students will strive to demonstrate an educational achievement level gain of one grade level for every six months of program participation.
2. Students taking the High School Equivalency Test (HiSET) will exhibit a pass rate of 80%.
3. All eligible inmates will be enrolled in appropriate educational endeavors including Special Education.

## **Education Enrollment**

1. All eligible inmate/residents will be encouraged to participate in facility education programs. Notice of available programs will be provided upon arrival at the facility.
2. Unless a valid and reliable education ability test, done within the past 120 days is available, interested inmates will be assessed to determine educational ability levels.
3. Each inmate will be placed in the most appropriate educational program based on his educational ability, score or past education achievements.
4. An inmate without a verifiable high school diploma or equivalency may be placed in an Adult Basic Education program.
5. An inmate with a verifiable GED/HiSET/High school diploma may be placed in vocational education.
6. If no space is available in an appropriate program, the inmate/resident will be placed on a "Wait List" for the most appropriate program(s). Inmates on the "Waiting List" will be enrolled on a first-come, first-serve basis, as space in the appropriate program becomes available.
7. Evaluation of students will be provided to case managers and other authorized staff. Students will be evaluated in the areas of subject performance, participation, attendance and behavior.

## **Subject Performance**

All educational programs are graded or assessed. Academic progress is measured through periodic assessments. Vocational progress is measured through the demonstration of skills and testing. Non-graded academic programs require attendance of a minimum number of hours.

### **Participation**

It is not enough to attend class; students must also participate in the class. A student that is participating responds to questions, follows directions, completes assignments, and asks questions.

### **Consequences of poor performance in any of the evaluated areas:**

1. A staff member will visit with the student about the unsatisfactory performance and discuss solutions.
2. If the behavior persists, the student may face removal from classes.

## **Attendance**

Students are expected to attend class every school day. Legal or medical appointments will be excused absences. The student shall provide proof of his necessary absence. After three (3) disciplinary reports and/or disciplinary warning reports, the student will be removed from class and not considered for reentry for a three month period.

**Once a quarter, all students will be given a chance to sign a refusal form. If you remain enrolled, all students will be required to read and sign the "Inmate Rules for the Education Department" form.**

## **Compensation**

Responsible, eligible students will be compensated \$0.50 per day for each class attendance up to \$1.00 per day. Students not attending their scheduled class commitment daily will not receive compensation for that day and may be written up for not being in their authorized area.

## **Behavior**

Students are expected to comply with all classroom guidelines and all instructor requests. Also, students are required to:

1. Be respectful and courteous to everyone.
2. Do their best and support the learning process.
3. Inmates are not allowed to bring food or entertainments to the Education or Library area.

**A severe infraction (such as a violent outburst) may result in immediate removal from the education program.**

## **Class schedule**

Classes will meet Mondays through Thursdays from 7:10 - 10:10, 10:30 - 12:00, and from 1:10 - 16:10, except for scheduled non-class days, which include holidays and vacation.

### **Initial Testing for Placement**

Before an inmate can be enrolled in education, a valid HiSet/HSD must be determined or reliable grade equivalent score (GE) must be obtained so that the student can be placed in the most appropriate educational setting. These GE scores are available from the Test of Adult Basic Education (TABE). The TABE score will yield a GE score that can be used to place the inmate in the most appropriate class. Level 1 - ABE Foundation, Level 2 - Pre HiSET, and level 4 HiSET.

### **Reassessment**

Inmates enrolled in Adult Basic Education or HiSET programs will be re-assessed every 120 days to assist in current Education Ability level determination.

### **Participant Recognition**

1. Certificates of completion will be awarded to inmates who complete a program. The required certificates must be obtained through Educational Services.
  - a. Student completion of a vocational or post-secondary education program will result in a Certificate of Completion upon the satisfaction of a clock hour attendance requirement and demonstration of mastery of 80% of course competencies.
  - b. Adult Basic Education program completion requires the acquisition of a high school equivalency certificate.
2. Graduation ceremonies are held at least twice annually to commemorate the achievements of program participants.

### **Student Privacy and Confidentiality**

All student files are maintained with strict confidentiality and accessible only to those with a need to know. All files are secured at all times to prevent unauthorized access. No inmate has access to any other inmates files.

## **High School Equivalency Test - HiSET**

### **Adult Basic Education 1**

These classes develop the academic skills that are essential for free world survival. Besides fundamental pre-HiSET skill building, students learn functional techniques such as writing and speaking clearly, completing job applications, participating in social and political processes and organization.

### **Adult Basic Education 2**

Courses at this level are designed to meet the educational needs of low-intermediate level students who face considerable challenges in mathematics and reading development. In addition to important pre-HiSET activities, students in these classes further strengthen essential survival skills.

### **Adult Basic Education 3**

Inmates at this level lack fundamental secondary-level skills, hindering them in their pursuit of the HiSET.

### **Adult Basic Education 4**

Adult Basic Education 4 courses prepare inmates to take the HiSET and earn equivalency diplomas. Inmates at this level focus on HiSET preparation. Inmates learn skills used in applying to colleges and vocational/technical schools as well as essential job seeking career selection techniques.

### **HiSET Enrollment**

Voluntary enrollment by inmate students into the HiSET program is a commitment to complete the HiSET course in its entirety. This means inmates receive their HiSET certificate from the State of Montana OPI. Students waiting for their final test results to return from the scoring center may be excused from class until the test results for all 5 tests have been received. Students needing to continue to prepare for additional HiSET testing or redo previously taken HiSET tests must remain in or return to class respectively to continue to fulfill their commitment.

- a. Students must achieve a 10 pr better on the specific HiSET indicator test to be eligible to take the HiSET examination. Additional eligibility requirements maybe required by the Principal if a reasonable/appropriate justification is determined. HiSET examinations will be administered as required or at least once every 90 days.

Once an inmate obtains their HiSET they are eligible to take enrichment courses which consist of: Geography, Business, Psychology, History and Math courses. These classes rotate throughout the year.

## **Vocational Programs**

### **Computer**

Typing Master Pro Typing Tutor

Microsoft Office Basic 2013 Proficiency

This course trains students in typing as well as utilizing Microsoft Office. Skills such as these are used in service, retail, wholesale industries, and in areas like inventory control, billing and estimation. Workers who enter the workplace are able to use the computer in a limited variety of applications and can expect slightly higher-than-average wages.

### **Carpentry (NCCER)**

This program trains students for work in carpentry and most carpentry-related tasks essential to construction, repair, and regular physical plant maintenance including cabinet construction, furniture construction and repair or other projects as determined by the Vocational Instructor to be applicable to carpentry skill development, skill carpentry practice or are of use to the facility.

### **Welding**

This is a virtual reality arc welding training simulator program that takes welding training to a new level. These educational tools are designed to supplement and enhance traditional welding training. The welding simulator system promotes the efficient transfer of quality welding skills and body positional to the welding booth while reducing waste associated with traditional welding training. This is ideal for basic to advanced welding training, they are also used for skill evaluation, recruiting and engagement tools for welding education and industry.

### **OSHA 10 Training for Construction**

OSHA 10 hour construction training is the primary method used to train workers on hazard recognition and OSHA safety standards. The training covers specific OSHA regulations and requirements as they apply to the construction industry. Topics include Fall Protection, Personal Protective Equipment, Electrocution, OSHA procedures and more.

### **OSHA 10 Training for General Industry**

OSHA 10 training is necessary for a safe and healthy work environment. Topics include general industry works such as, Personal Protective Equipment, Flammable and Combustible Liquids, Machine Guarding, Lockout Tagout procedures and more.

### **Braille**

To participate in the Braille program, inmates must complete an application and be interviewed by teachers from the Montana School for the Deaf and Blind. Inmates who are recommended are selected by the Principal.

The Braille transcribing program is conducted by the Library of Congress and The National Federation of the Blind. It takes a minimum of 18 months to complete the required first certification, Literacy Certification. Other certifications are encouraged by the Library of Congress and NFB which include:

- Literary Braille, basic Braille - Braille grammar is different from English Nemeth Braille, math specialty.
- Tactile Graphics, example - showing rivers, roads, etc.
- Music Braille Proofreading Format Certification, textbook specialty